

Job Title: Student Services Officer 3

Working Title: Undergraduate Advising Director, Pre-professional

VPUE Unit: Academic Advising

Location: Hybrid Eligible (4 days on campus, 1 day remote each week)

Job Code: 7503

Level: I

Status: Full-time, exempt, continuing

Heralded as a hub of undergraduate innovation, the Office of the Vice Provost for Undergraduate Education (VPUE) creates and sustains meaningful interactions between students and faculty both within and outside the classroom. As a collaborative team member of VPUE, you have a unique opportunity to advance and support programs that touch and enhance the lives of every undergraduate student at Stanford.

<https://undergrad.stanford.edu/>

The Office of the Vice Provost for Undergraduate Education (VPUE) is seeking an Undergraduate Advising Director for Pre-professional Students within the office of Academic Advising. The Undergraduate Advising Directors for Pre-professional Students hold professional academic advising position in Academic Advising, working directly with the Stanford undergraduate students and alumni, with direct oversight of the academic advising and progress toward degree of all assigned undergraduates. In this role, you will also develop, implement, and assess advising services and programming to support pre-health, pre-law, and/or pre-MBA students and alumni. You will implement and interpret university and department policies and procedures, and identify and resolve complex issues using expert technical and professional knowledge of advising and University policy, as well as independent judgment. In so doing, you will interact regularly with other university administrative and service offices, academic departments/programs, and faculty.

**In this role, you will:**

- Provide direct advice to students and alumni on a range of issues including, but not limited to, academic progress, academic program policies and topics related to professional school applications, in order to assist them in making appropriate choices and decisions.
- Develop and implement pre-professional programming and make strategic recommendations for future programs.
- Analyze and develop report requirements, analysis and student facing communications, to improve student experience and outcomes.

- Manage outreach programs, relationships with external community, such as professional school admissions staff, and Stanford university liaisons.
- Apprise students of research, fellowship and extracurricular opportunities related to the pre-professions.
- Interpret and implement university policy related to academic policies.
- Oversee key processes, including contribution and direction on policy and program content.
- Provide consulting advice to organizations within and outside of VPUE; act as subject matter expert in a specialized field.
- Resolve substantial issues which may span multiple areas, using advanced technical and professional knowledge.
- Contribute to development of staff training programs.
- Frequently sit, perform desk-based computer tasks. Occasionally stand, walk, twist, use fine manipulation, grasp, use a telephone, write by hand, sort and file paperwork, lift, carry, push, and pull objects that weigh up to 10 pounds.

*\*-The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.*

**To be successful in this role, you will bring:**

- Bachelor's degree and five years of relevant experience, or combination of education and relevant experience.
- Advanced communication skills to clearly and effectively communicate information to campus partners, faculty, students, managers, and other key stakeholders.
- Strong analytical and problem solving skills to review and analyze complex information.
- Advanced computer skills, including experience with Microsoft Office Suite.
- Strong interpersonal skills and ability to work with a diverse student body.
- Ability to ensure and apply compliance with legal, financial, and university policies and external regulations.

**In addition, preferred requirements include:**

- Advanced degree (PhD, MD or JD) preferred.
- Experience advising pre-professional students preferred.

*\*-Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.*

## **About the Office of the Vice Provost for Undergraduate Education (VPUE)**

As the designated gateway to undergraduate education at Stanford, VPUE strives to connect students intellectually with the full range of our educational opportunities and to promote the active engagement of all faculty, instructors and staff with undergraduate students.

For undergraduates, VPUE is the nexus for programs and initiatives that help students define and achieve their intellectual ambitions and develop a sense of civic purpose at Stanford. These include investigative introductory courses taught by esteemed faculty, targeted classes in writing and rhetoric, undergraduate research support, academic advising and mentoring, overseas and off-campus study programs, evidence-based and inclusive learning and teaching practices, and opportunities to pursue public service campus-wide. For faculty, VPUE serves as a principal conduit for furthering interaction with undergraduates and discovering ways in which working with students can enrich one's research agenda. VPUE collaborates with faculty, staff and students to provide the world-class experiences for which Stanford is known. All VPUE resources are dedicated to involving faculty with the undergraduate experience, connecting students with transformative opportunities and fully realizing a liberal education at Stanford.

The Office of Academic Advising directly impacts the experience of Stanford undergraduates in three major ways: first year and transfer student transition; pre-major and pre-professional advising; and academic standing and petitions. As the hub of critical aspects of the undergraduate experience, the entire Advising staff is highly visible in the lives of undergraduates. Advising staff is also uniquely responsible for and responsive to issues and concerns from parents regarding students' transition to college and their academic welfare over the course of their undergraduate years.

## **Why Stanford is for You**

Imagine a world without search engines or social platforms. Consider lives saved through first-ever organ transplants and research to cure illnesses. Stanford University has revolutionized the way we live and enrich the world. Supporting this mission is our diverse and dedicated 17,000 staff. We seek talent driven individuals to impact the future of our legacy. Our culture and unique perks empower you with:

- **Freedom to grow.** We offer career development programs, tuition reimbursement, or course auditing opportunities. Join a TedTalk, film screening, or listen to a renowned author or global leader speak.
- **A caring culture.** We provide superb retirement plans, generous time-off, and family care resources.
- **A healthier you.** Climb our rock wall, or choose from hundreds of health or fitness classes at our world-class exercise facilities. We also provide excellent health care benefits.
- **Discovery and fun.** Stroll through historic sculptures, trails, and museums.
- **Envable resources.** Enjoy free commuter programs, ridesharing incentives, discounts and more!

*\*-Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants*

*will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.*

The expected pay range for this position is \$108,450 to \$129,629 per annum. Stanford University provides pay ranges representing its good faith estimate of what the university reasonably expects to pay for a position. The pay offered to a selected candidate will be determined based on factors such as (but not limited to) the scope and responsibilities of the position, the qualifications of the selected candidate, departmental budget availability, internal equity, geographic location and external market pay for comparable jobs.

At Stanford University, base pay represents only one aspect of the comprehensive rewards package. The Cardinal at Work website (<https://cardinalatwork.stanford.edu/benefits-rewards>) provides detailed information on Stanford's extensive range of benefits and rewards offered to employees. Specifics about the rewards package for this position may be discussed during the hiring process.

### **How to Apply**

If you're ready to work for an organization that nurtures diversity, respect, professional development and a comfortable work-life fit, we invite you to explore this opportunity and apply online. To be considered, please submit a cover letter and resume along with your online application. Your one-page cover letter should briefly describe your background and experience in advising students, specifically students who are interested in the pre-professions (ie. pre-law, pre-health, and/or pre-MBA).

Completed applications will be reviewed starting on September 1, 2025, and on a rolling basis thereafter.

<http://stanfordcareers.stanford.edu>

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